



# ST FRANCIS DE SALES SCHOOL

## TE KURA O HĀTO WERAHIKO TE HERA

### Minutes of the Board of Trustees Meeting Monday 2 March 2026 6.35pm Principal's Office

- 1. Board Members in Attendance:** Andrew McPhee, Deanna Mallon, Lydia Wadsworth, Mary Direen, Megan Teusse (Co-opted) Nikolai Solia (Principal), Peter Chew, Raulle Paolo Sol Cruz, Sarah Fountain.
- 2. Also, in attendance:** Also in attendance: Fran Peters (Board Secretary)
  - i. Apologies Aaron Withers
- 3. Karakia (Prayer):** Nikolai Solia
- 4. Election of Presiding Member (Chair):** The Principal, Nikolai Solia, called for nominations for the position of Presiding Member. Peter was nominated. There were no further nominations, and Peter accepted the nomination.
- 5. Appointment of Deputy Chair:** (Presiding Member) Peter called for nominations for Deputy Chair. Lydia nominated and accepted.
- 6. Declaration of Interests**

Conflicts of Interest Register	
To be confirmed at meeting	N/A

### 7. Statutory Obligations

**Motion:** That the public (aside from the Board Secretary) be excluded from the following parts of the proceedings of this meeting, namely 'in committee' agenda items noted in sections: **8a, 9b, 9c**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter considered at meeting	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Staff matters Student matters	Good reason to withhold exists under section 9 of the Official Information Act 1982	S 48(1)(a)(ii)

## 8. Strategic Decisions

- a. Approval of 2026 Budget (*tabled in committee*)

## 9. Reporting

- a. The [Status Report against the annual plan](#)
  - i. Maths PLD – Nik updated the BOT on the Maths PD that he and the staff attended at the start of the year TOD.
  - ii. Sarah provided the BOT with an overview of the Mitey programme that will be implemented at the school this year. Nik advised that the school has decided to begin with Levels 1 and 2 across the whole school. MD asked whether there are plans to extend or share this with the wider community. It was advised that this will be discussed with the Mitey team.
  - iii. Nik advised that he has begun work on strengthening whānau connections and has been working with Michael and Dee on this. He noted the importance of increasing family engagement and is exploring ways to encourage parents to come into the school and share their thoughts and perspectives.
- b. Staff / Students (*in committee*)
  - i. Staff update
  - ii. Student update
- c. Risk and Community Voice: (*tabled in committee*) -*Cyber Safety Seminar*
- d. [Report on school requirements incl Health & Safety, Property, Roll, Kāhui Ako, Grants](#) was taken as read, and NS invited questions.
  - i. Grant Applications Playground update- This is ongoing. A grant of \$4,000 from the Lion Foundation has recently been received. Suzanne and Nik are currently reviewing the payments and funds received and will provide an update to the Board shortly.
  - ii. [Funding sources framework \(MD & AMP\)](#) MD and AMP reported to BOT regarding a proposed framework for grant approvals. They suggested that:
    - Grants under \$20,000 could be approved directly by the BOT.
    - Grants over \$20,000 would follow a more structured process, which could include community consultation or a BOT majority vote.
    - Additional guidance could be sought from the parish or the Archdiocese regarding approval thresholds and processes.

**Action Point:** Nik will meet with other Catholic school principals in the coming weeks to review their policies on grant approvals and report back. He will also follow up with the Diocese for any formal guidance.

This item is to be deferred until the next BOT meeting. Mary will update the relevant document and send it to Nik for follow-up with other principals and the Diocese.

e. Finance:

- i. The December accounts were taken as read, and NS invited questions.

Nik and Fran advised that they will be working with Suzanne to reintroduce the older style of reporting, so the accounts are more understandable for all.

## 10. Attendance

The Board discussed the MOEs request for schools to develop and implement an Attendance Management Plan, including publishing it online by the start of Term 1, 2026. An existing plan is already documented in our SchoolDocs, updated by AW last year, and scheduled for review in Term 3 this year.

## 11. Policy review

To review policies go to SchoolDocs and click on the **Current Review** tab. (Login details: User: sfd  
Password: sfd)

a. Policy Review Plan DRAFT: [Review Schedule](#)

i. Term 1:

1. Alcohol, Drugs, and Other Harmful Substances Policy - **LW to review**
2. Sun Protection - **AW to review**
3. Digital Technology and Online Safety - **MD to review**

ii. Term 2:

1. Education Outside the Classroom (EOTC) - **AMP to review**

iii. Term 3:

1. School Community Engagement Policy - **DM to review**
2. Inclusive School Culture - **DM to review**
3. Student Attendance - **AW to review**
4. Concerns and Complaints Policy - **LW to review**

iv. Term 4:

1. Curriculum and Student Achievement Policy - **MD to review**
2. Reporting about Student Progress and Achievement - **MD to review**
3. Learning Support - **PSC to review**
4. Health Education - **PSC to review**

## 12. Previous Action Points

Responsibility	Action Point	Status
MD/AMP	Look into options of policy wording to support a decision-making framework on who we approach for grants, based on ethics.	Deferred till next meeting

**13. Administration**

- a. Board Code of Conduct:
  - i. [Commitment to ongoing development](#) - update record to be built on as we go on – Nik advised that he wants Kelly Ross to come in to have a chat to the board about expectations etc.

- b. Delegation:

Taken as read and LW gave a brief description about this - Deferred till next meeting for a more in-depth look at this.

Confirmation of minutes from previous minutes:

- i. [8 December 2025 draft minutes](#)

**Motion:** The Board agrees that the minutes are a true and accurate record of the minutes meeting held 08 December 2025.

*Carried Peter Chew*

- c. Confirmation of In-Committee Minutes:
  - i. 8 December 2025 draft in-committee minutes (*tabled in committee*)
- d. Correspondence:
  - i. OIA Email Discussed. Lydia and Peter to reply

**14. Agenda items for next hui**

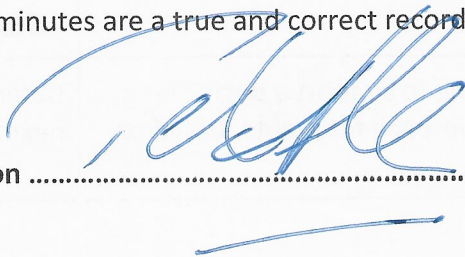
**15. Meeting dates & times for 2026:**

- a. Monday Term 1 Week 8 - 30 March
- b. Monday Term 2 Week 3 - 4 May
- c. Monday Term 2 Week 8 - 8 June
- d. Monday Term 3 Week 3 - 3 August
- e. Monday Term 3 Week 8 - 7 September
- f. Monday Term 4 Week 4 - 2 November
- g. Monday Term 4 Week 9 - 7 December

**16. Meeting Closed 8.40pm**

These minutes are a true and correct record of the Board of Trustees meeting held on 02 March 2026

Chairperson .....



Date ..... 30/iii/26 .....

The Board went into committee at 0.00  
In committee section of meeting ended at 0.00

**New Action points from this meeting:**

NS	Arrange Kelly Ross and Gerad Tully to meet with Chris Wratt	
NS	To Ask Kelly Ross to come in to talk to the BOT (for 30 Mins)	
NS	Nik will meet with other Catholic school principals in the coming weeks to review their policies on grant approvals and report back. He will also follow up with the Diocese for any formal guidance.	
LW	To review the Delegation proposal and present to the bot at the next meeting	
LW /PC	To reply to the OIA email received re BOT policy on personal devices	

